INFORMATION TECHNOLOGY ADMINISTRATIVE ASSISTANT
APPLICATION DEADLINE IS THURSDAY, FEBRUARY 8, 2018 AT 11:59PM

Division: Information Technology
Reports to: Director of Information Technology
Location: Nashville, TN
Full-time/Part-time: Full time
Salary Grade: 29
Salary Range Minimum: $3,053
FLSA Classification: Non-exempt (01)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

POSITION SUMMARY: Provides assistance and administrative support to the Director and Assistant Director of Information Technology (IT).

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Coordinates and maintains scheduling and communication for the Director and Assistant Director of IT, including maintaining calendars, e-mail groups, contacts, etc.
- Coordinates meeting scheduling, meeting agendas, and other meeting details; prepares minutes of meetings as requested.
- Prepares and submits travel documentation necessary for travel authorization and travel claims, following THDA Travel Guidelines, for all IT staff as needed.
- Coordinates travel arrangements, including flight reservations, hotels, directions, etc., for all IT staff.
- Maintains department related guides, policies, and procedural manuals with current updates and revisions; distributes these items as requested.
- Coordinates activities with other THDA departments and maintains support for general THDA required activities.
- May attend management meetings, take notes, and distribute follow-up information to attendees on behalf of the Director or Assistant Director of IT.
- Receives incoming mail and express packages; assures distribution to the proper staff member.
- Creates and manages all Purchase Orders from creation to payment under the specific direction of the Assistant Director of IT.
- Creates and manages all office supply orders for division; receives and distributes all orders to appropriate division staff and maintains stock for general daily-use items.
- Works closely with the Assistant Director of IT to maintain all software inventory and annual license renewals and appropriate documentation and vendor contacts
- Performs other general administrative activities as assigned.

MINIMUM QUALIFICATIONS
The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:
- High School diploma or equivalent GED.
- Two years of successful, full-time employment in a business office environment, preferably in the field of information technology.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills, Abilities, and Competencies:
- Working knowledge of standard office procedures and standard office equipment.
- Some knowledge of information technology concepts and terminology.
- Thorough knowledge of business English.
- Aptitude for working with numbers.
- Maintains credibility through sincerity, honesty, and discretion.
- Maintains a high level of confidentiality.
- Strong interpersonal skills; excellent customer service skills.
- Excellent verbal and written communication skills.
- Excellent telephone skills.
- Builds and maintains positive relationships with internal and external constituents.
- Ability to exercise good judgment, courtesy, and tact in dealing with the public, and in giving and obtaining information.
- Ability to exercise good judgment in evaluating situations and making decisions.
- Strong organizational skills.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Documents regularly, thoroughly, accurately, and completely.
- Ability to work independently and with little supervision.
- Exhibits team player abilities on a regular basis.
- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

Special Demands:
The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

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EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER
APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION
PLEASE VISIT OUR WEBSITE AT WWW.THDA.ORG AND FOLLOW THE ONLINE APPLICATION INSTRUCTIONS

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